

Report By:

National TAB



Report: Punchlist

Function: Test, Adjust, & Balance

Date: 05/30/2025

Completed By: National TAB

PROJECT

Seven Hills School (Cincinnati, OH)

5400 Red Bank Rd

Cincinnati, OH 45227

Client

KW Mechanical

25 East 32nd Street

Covington, KY 41015

National TAB

Project: Seven Hills School (Cincinnati, OH)

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Seven Hills School (Cincinnati, OH)

Project Issue Information

Issue Name : AHU 1 DUCT LEAKAGE
Description : AHU 1 supply duct leaking at evaporator attachment. Recommend sealing attachment areas to ensure proper airflow to space.
Created By : National TAB **Assigned To :** National TAB - Nick Payne
Status : Open
Priority : High **Asset Tag :**
Originated Date : 08/18/2025 - Gabe Merk - National TAB

Project Issue File Details



08/18/2025



08/18/2025



Seven Hills School (Cincinnati, OH)

Project Issue Information

Issue Name : AHU 2 DUCT LEAKAGE
Description : AHU 2 supply duct leaking air into mech closet from connections to evaporator coil section. Recommend sealing duct attachments to unit for better airflow to space.
Created By : National TAB **Assigned To :** National TAB - Nick Payne
Status : Open
Priority : High **Asset Tag :**
Originated Date : 08/18/2025 - Gabe Merk - National TAB

Project Issue File Details



08/18/2025



08/18/2025



08/18/2025



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Project Issue Information

Issue Name : AHU 3 DUCT LEAKAGE
Description : AHU 3 leakage around evaporator connections. Recommend sealing ductwork to allow for additional flow to diffusers.
Created By : National TAB **Assigned To :** National TAB - Nick Payne
Status : Open
Priority : High **Asset Tag :**
Originated Date : 08/18/2025 - Gabe Merk - National TAB

Project Issue File Details



08/18/2025



08/18/2025



Seven Hills School (Cincinnati, OH)

Project Issue Information

Issue Name : AHU-1 Below Design
Description : Existing unit below design operating at its highest speed. Diffusers 2-6 are below design with dampers fully open.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : High **Asset Tag :**
Originated Date : 06/05/2025 - Jordan Best - National TAB



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Project Issue Information

Issue Name : AHU-2 Below Design
Description : Unit is below design flow while operating at its highest speed.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : High **Asset Tag :**
Originated Date : 06/05/2025 - Jordan Best - National TAB



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Project Issue Information

Issue Name : AHU-2 OA Below Design
Description : OA for AHU-2 is designed for 300 CFM, with manual damper fully open we saw a max of 42 CFM. I was unable to get on the roof to ensure the exhaust point is not covered/restricted.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : High **Asset Tag :**
Originated Date : 05/30/2025 - Jordan Best - National TAB

Project Issue Response Details

- **06/05/2025 National TAB - Jordan Best**
 - OA flow increased from 42 to 200 but is still below design.



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Project Issue Information

Issue Name : AHU-3 Diffusers 1, 2, 3, 8
Description : Diffusers 1 and 2 need face dampers installed in order to balance to design. Balanced trunk low, using zone dampers for the time being. Diffusers 3 and 8 below design with dampers fully open, suspect that installation of face dampers for 1 and 2 will allow to push more air to these diffusers.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Medium **Asset Tag :**
Originated Date : 05/30/2025 - Corey Dick - National TAB

Project Issue Response Details

- **06/11/2025 National TAB - Jordan Best**
 - Face dampers unable to be installed per MC. Diffusers 1 and 2 within design, 3 and 8 remain below design.



Seven Hills School (Cincinnati, OH)

Project Issue Information

Issue Name : All Unit Filters Dirty
Description : Pre and final filters are dirty for all units recommend cleaning or replacing. Filters removed during testing.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Urgent **Asset Tag :**
Originated Date : 06/05/2025 - Jordan Best - National TAB



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Project Issue Information

Issue Name : Exhaust Fans Above Design
Description : Exhaust fans 1, 2, and 3 are all above design and are not equipped with speed controllers. If flow is to be reduced, speed controllers will need to be installed.
Created By : National TAB **Assigned To :** National TAB - Jordan Best
Status : Open
Priority : Medium **Asset Tag :**
Originated Date : 05/30/2025 - Jordan Best - National TAB

Project Issue Response Details

- **08/18/2025 National TAB - Gabe Merk**
 - EFs have had a speed controller installed. EFs 1 and 3 are now in design. However, ef2 remains high after speed set to minimum.